



WORK FROM HOME CORONA VIRUS (COVID 19) POLICY

Date Approved: 22 June 2021

Council Resolution DC 2021/06/E.7

Garden Route District Municipality | **WORK FROM HOME CORONA
VIRUS (COVID 19) POLICY**

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1. POLICY BRIEF, PURPOSE AND BACKGROUND

- 1.1. Garden Route District Municipality will from 27 March 2020, adopt a risk based, balanced response concerning return-to-office (RTO).
- 1.2. The policy aims to address any challenges emanates from the status of corona virus at the time and allow the employer to be flexible in permitting employees to work remotely.
- 1.3. A balance between the Health & Safety of employees and the operation of the business must be maintained; therefore all employees are reminded that they are expected to be available and engaged in work, during operating business hours.
- 1.4. This document provides guiding principles that must be employed at Garden Route DM to ensure a safe Return to Office (RTO) following the COVID-19 South African lockdown. The guiding principles address means to minimize possible exposure and spreading of the virus on all Garden Route DM facilities, isolation and quarantine protocols; in addition it addresses other applicable Garden Route DM processes necessary to minimize business interruption.
- 1.5. This policy includes measurements to mitigate the spread of corona virus. All employees are requested to follow all the rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that all respond responsibly and transparently to these health precautions, Garden Route DM assures that it will strives to always treat employees private health and personal data with high confidentiality and sensitivity.
- 1.6. This corona virus (COVID-19) work from home policy is susceptible to changes with the introduction of additional governmental guidelines.

2. SCOPE

- 2.1. The policy applies to all of employees who physically work in Garden Route DM office(s).

3. DEFINITIONS

- 3.1. **Home working** is about using the employee's home as a base for work instead of the employee coming into a workplace.
- 3.2. Working at home is not an employee right or benefit and may be discontinued by the municipality for any business reason, at any time. Employees will be permitted to work at home at the discretion of the municipality.

4. WORK-AT-HOME CRITERIA

- 4.1. To be eligible to work at home, employees must, among other things:
 - 4.1.1. have portable job duties;
 - 4.1.2. have a work site and equipment (telephone, Internet, supplies, etc.) suitable for working at home; and
 - 4.1.3. be able to work independently and productively.
- 4.2. Some positions, responsibilities and projects are more suitable for working from home than others and may be appropriate to maintain the operations continuity in the event of an emergency, or as part of a flexible work arrangement. Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement.
- 4.3. Appointing authorities (Head of Departments/Line Managers/Supervisors) must examine the distinct activities, functions and tasks to determine whether a work-at-home arrangement is appropriate.

5. POLICY ELEMENTS

Below are the required actions that employees should take to protect themselves and their co-workers from a potential corona virus infection.

5.1. Sick leave arrangements:

- 5.1.1. If an employee has cold symptoms, such as cough/sneezing/fever, or feels poorly, request sick leave or work from home.
- 5.1.2. If an employee has a positive COVID-19 diagnosis, such an employee can return to the office only after fully recovered, with a doctor's note confirming your recovery.

5.2. Quarantine & Isolation under medical instructions

- 5.2.1. Officials that must be under quarantine or isolation due to COVID-19 will be dealt in terms of clause 5.5 of the Collective Agreement on Conditions of Services for the Western Cape Division of the SALGBC, which stipulates that such officials will be granted paid special leave provided that a medical certificate is submitted and also details the period of absence and the reason therefore.

5.3. Work from home requests/arrangements:

- 5.3.1. If an employee are feeling ill, but are able to work, he/she can request to work from home.
- 5.3.2. The decision to allow remote working, must take due consideration of the service delivery needs of the department and organisation.
- 5.3.3. Employees working from home may from time to time required to attend the workplace, among others, receive instructions, documentation, access to office infrastructure and to submit completed tasks.
- 5.3.4. Work from home strategy is adopted and in line with the Risk Adjusted strategy and Risk Assessment Policy.
- 5.3.5. If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- 5.4. Workers should be encouraged to stay at home when ill or when having to care for children without fear of reprisal.

6. TRAVELLING/COMMUTING MEASURES:

- 6.1. All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- 6.2. In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners, disciplinary hearings etc).
- 6.3. If an employee is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, they will be asked to work from home for 14 calendar days. Employees will also be asked not to come into physical

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contact with any colleagues during this time

7. ACKNOWLEDGEMENT & APPROVAL

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)